

# Fairfax County Land Records Indexing Guidelines by Document Type

INSTRUMENT TYPES	DOC CODE	DESCRIPTION	GRANTOR	GRANTEE	CONSIDER- ATION	BOOK & PAGE (ORIGINAL)
<b>Affidavit</b> Affidavit Correction Affidavit Modification <b>Power of Attorney Affidavit</b>	AF0 AF1 AF2	A document in which the signer swears under oath that his/her statements are true.	Signature name  ----- Signature name and party authorizing Power of Attorney  -----	NONE flagged as a Firm	None	None
Lost Assignment Affidavit	AF0	A document that contains a statement from the current lender that the original Assignment of Trust was lost/misplaced prior to recording.	Borrower, current lender & original lender			
Certificate of Satisfaction Rescission/Vacation	AF0	A document in which the lender rescinds a previously recorded Certificate of Satisfaction.	Signing Bank & borrowers			
<b>Affidavit Release</b> <b>Power of Attorney Affidavit Release</b>	AF3	A document that releases a previously recorded Affidavit.	Signature name  ----- Signature name & party authorizing Power of Attorney	NONE flagged as a Firm	None	Yes
<b>Agreement</b> Agreement Correction Agreement Modification Agreement Confirmation	A0 A1 A2 A7	A document in which two or more parties come to a mutual consent.	All parties	All parties	None	None
Negative Pledge Agreement		A document that requires the property owner, who borrows funds without security, to refrain from giving future lenders any security without the consent of the first lender.	Property owner & Lender	Property owner & Lender		
<b>Agreement Release</b>	A3	A document that releases a previously recorded Agreement.	All parties	All parties	None	Yes
<b>Assignment</b> Assignment Correction Assignment Modification Assignment Supplemental	ASG0 ASG1 ASG2 ASG5	A document that transfers a right or a contract from one party to another.	Property owner & any party listed as assignor	Any party listed as assignee	None	Yes (on document only)
Assignment of Rents Security of Agreement		A document that assigns rent to lender.	Property Owner	Lender		None
<b>Assignment Release</b>	ASG3	A document that releases a previously recorded Assignment.	Party signing the document	Party being released	None	Yes
<b>Assignment of Lease</b> (Use <b>Lease Assignment</b> reference)		See Lease Assignment.				
<b>Assignment of Parking Space</b> (Use Declaration Modification)		See Declaration Modification (Parking Space).				
<b>Assignment of Trust</b> Assignment of Trust Correction	TASG0 TASG1	A document that changes the holder of the note.	Borrower & current lender	Lender receiving the trust or new lender	None	Yes (on document only)

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<b>Assumption Agreement</b> Assumption Agreement Correction	AA0 AA1	A document that states terms & conditions allowing a purchaser to assume an existing Trust.	Property owner & purchaser	Lender	None	Yes (on document only)
<b>Assumption Agreement Release</b>	AA3	A document that releases a previously recorded Assumption Agreement.	Lender	Property owner & purchaser	None	Yes
<b>Bill of Sale</b> Bill of Sale Correction	BOS0 BOS1	A document that passes title of personal property from a seller to a buyer.	Property owner (seller)	Purchaser	Yes	Yes
<b>Boundary Line Adjustment</b> (Use <b>Resubdivision</b> reference)		See Resubdivision.				
<b>Bylaws</b> Bylaws Correction Bylaws Modification	BL0 BL1 BL2	A document that states conditions & rules by which a Homeowners Association or Unit Owners Association operates.	All parties having an interest	Subdivision or Condominium name	None	None
<b>Certificate</b> Certificate Correction Certificate Modification	CERT0 CERT1 CERT2	<i>Certificate of Deposit:</i> A document in which money is given to the courts for disbursement. <i>Certificate of Take:</i> A document in which the Commonwealth of Virginia determines that it is necessary to take real property for road improvement.	Property owner	Commonwealth of VA or Board of Supervisors	None	None
<b>Certificate of Amendment</b> (Use <b>Notice</b> reference)		See Notice.				
<b>Certificate of Commencement of Bankruptcy Proceeding</b> (Use <b>Notice</b> reference)		See Notice.				
<b>Certificate of Release</b>	CERT3	A document that releases a previously recorded Certificate.	Commonwealth of VA or Board of Supervisors	Property owner	None	Yes
<b>Certificate of Satisfaction</b> Certificate of Satisfaction Correction  ----- Certificate of Satisfaction Rescission/Vacation	CS0 CS1	A document in which the lender releases a previously recorded Trust.  ----- See Affidavit.	First trustee listed	Borrower	None	Yes
<b>Certificate of Transfer</b> (Use <b>Assignment of Trust</b> reference)		See Assignment of Trust.				
<b>Confirmation Deed</b> Confirmation Deed Correction	CFD0 CFD1	A document in which parties involved clarify real property ownership to clear up a chain of title.	All parties originally listed as owners or having an interest in the property	All parties now being confirmed as the owners of the property	None	Yes (latest deed referenced)
<b>Contract</b> Contract Correction Contract Modification	C0 C1 C2	A document between two or more parties typically a <i>Contract for Sale</i> -- purchaser agrees to buy and seller agrees to sell real property for the price and terms set out in the document.	All parties	All parties	Yes	None
<b>Contract Release</b>	C3	A document releasing a previously recorded Contract.	All parties	All parties	None	Yes

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<b>Court Order</b> (for name change only) Court Order Correction Court Order Modification	O0 O1 O2	A document in which a judge allows an individual to change his/her name.	Old name (index full middle name if given)	New name (index full middle name if given)	None	None
<b>Court Order</b> Court Order Correction Court Order Modification	O0 O1 O2	A document in which a judge decrees action(s) to be carried out on real property.	Losing party	Winning party	Yes	None
<b>Court Order</b> (In combination with other document types)	O0,ML3	A document in which a judge decrees that a previously recorded Mechanic's Lien or Lis Pendens be released.	Mechanic's Lien Release: Claimant	Mechanic's Lien Release: Property owner & any additional party listed such as General or Sub Contractor	None	Yes
	O0,LP3		Lis Pendens Release: All parties	Lis Pendens Release: All parties		
	O0, CERT0	An order that is related to the decision of the Commonwealth of Virginia in taking up real property for public usage.	Property owner	Commonwealth of Virginia		
<b>Covenant</b> Covenant Correction Covenant Modification Covenant Supplemental	COV0 COV1 COV2 COV5	A document that contains rules and restrictions governing the use of real property. (typically referring to lots/parcels)	Home Owners Association	Subdivision name	None	None
<b>Covenant not to Encumber</b>		A document that restricts the property owner from allowing additional liens to be placed on his/her real property.	Property owner & all signing parties	Lender		
<b>Covenant Release</b>	COV3	A document releasing a previously recorded Covenant.	Home Owners Association	Subdivision name	None	Yes
<b>Covenant not to Encumber</b> (Use <b>Covenant</b> reference)		See Covenant.				
<b>Declaration</b> Declaration Correction Declaration Modification	DL0 DL1 DL2	A document that sets out restrictions & rules governing the use of real property. (typically refers to units)	Unit Owners Association	Condominium name	None	None
<b>Declaration Modification</b> (Parking Space)	DL2	A document in which a unit owner conveys his/her parking space to another unit owner with the permission of the Unit Owners' Association.	Unit Owners Association & assigning property owner	Condominium name & property owner receiving the assigned parking space	None	None
<b>Dedication</b> Dedication Correction	DN0 DN1	A document creating a new subdivision of lots/parcels.	Property owner & developer	Subdivision name (abbreviate as needed) EX: Springfield Estates Par 4 Bl 7 Sec 4 Lots 1-44 & Outlot A	None	None  (Index the DEM # in the DEM field)

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<b>Deed</b> Deed Correction	D0 D1	A document that conveys real property from one party (seller) to another (purchaser).	Party selling (name of deceased when referenced)	Party purchasing	Yes	Yes
<b>Deed in Lieu of Foreclosure</b>		A document in which the owner willingly conveys his/her interest in real property to another (usually due to financial difficulties).	Party giving up ownership	Party receiving the property	Yes	Yes
<b>Deed of Contribution</b>		A document in which individuals, partners or members of a corporation convey the real property to the corporation itself.	Individuals, partners or officers of a corporation	Name of corporation to which parties are conveying real property	None	Yes
<b>Deed of Dissolution</b>		A document that conveys real property from a corporation/partnership to another as a result of a corporation/partnership splitting up.	Corporation/partnership being dissolved	Corporation/partnership receiving the real property	None	Yes
<b>Deed of Exchange</b>		A document in which parties exchange ownership of real property.	All parties	All parties	None	None
<b>Deed of Partition</b>		A document that specifies who owns what portion of real property.	All parties	All parties	None	None
<b>Deed</b> (Parking Space)	D0 & DL2	A document in which a unit owner sells his/her parking space to another unit owner with the permission of the Unit Owners' Association.	Unit Owners Association & party selling	Condominium name & party purchasing	Yes	Yes
<b>Indenture Deed</b>	D0 D1	A document in which parties having different interests in real property agree to continue mutual obligations.	Indexed as indicated in the document	Indexed as indicated in the document	None	
<b>Deed of Gift</b> Deed of Gift Correction	DG0 DG1	A document in which one party conveys real property to another without consideration. (Must reference §58.1 811D)	Party giving the property	Party receiving the property	None	Yes
<b>Deed of Partition</b> (Use <b>Deed</b> reference)		See Deed.	All parties	All parties	None	None
<b>Deed of Release</b> (Use <b>Release</b> reference)		See Release.				
<b>Deed of Trust</b> (Use <b>Trust</b> reference)		See Trust.				
<b>Disclaimer</b> Disclaimer Correction	DISC0 DISC1	A document in which a party renounces his/her responsibility or right of ownership in real property.	Signing Party	NONE flagged as a firm	None	None
<b>Disclosure Statement</b> (Use <b>Notice</b> reference)		See Notice.				
<b>Easement</b> Easement Correction	E0 E1	A document that details the right of access to real property between the owner and another party.	Property owner	Party receiving the easement	None	None
<b>Homestead Deed</b> Homestead Deed Correction Homestead Deed Modification	HD0 HD1 HD2	A document of exemption claimed during bankruptcy.	Party claiming the exemption	NONE flagged as a firm	None	None

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<b>Indenture Deed</b> (Use <b>Deed</b> reference)		See Deed.				
<b>Lease</b> Lease Correction Lease Modification	L0 L1 L2	A document in which a party leases real property to another party, specifying the terms & conditions of the lease agreement.	All parties	All parties	Yes	None
<b>Lease Assignment</b>	L4	A document in which a leasing party transfers the remainder of the lease to another party.	Borrower	Lender	None	Yes (on document only)
<b>Lease Release</b>	L3	A document releasing a previously recorded Lease.	All parties	All parties	None	Yes
<b>Lease Communications Equipment</b> Lease Communications Equipment Assignment Lease Communications Equipment Correction Lease Communications Equipment Modification	LCE0 LCE4 LCE1 LCE2	A document in which a party leases space to another party to affix communication equipment or antenna to a communications tower.	All parties	All parties	None Flat Fee for taxes (State \$15.00, County \$5.00)	None
<b>Lease Communications Equipment Release</b>	LCE3	A document releasing a previously recorded Lease Communications Equipment.	All parties	All parties	None	Yes
<b>Lease Communications Tower</b> Lease Communications Tower Assignment Lease Communications Tower Correction Lease Communications Tower Modification	LCT0 LCT4 LCT1 LCT2	A document in which a party leases a communications tower or a communications tower site to another party.	All parties	All parties	None Flat Fee for taxes (State \$75.00, County \$25.00)	None
<b>Lease Communications Tower Release</b>	LCT3	A document releasing a previously recorded Lease Communications Tower	All parties	All parties	None	Yes
<b>License</b> License Correction	LIC0 LIC1	A document in which the property owner gives permission to another party to use his/her real property for a particular purpose--hunting or fishing.	Property owner	Party receiving permission	None	None
<b>Lien</b> Lien Correction	LN0 LN1	A document in which one party claims security for a debt upon the owner's real property. (typically for unpaid fees to a Home Owners Association or Unit Owners Association)	Property owner	Name of party/Association placing the lien	None	None
<b>Lien Release</b>	LN3	A document releasing a previously recorded Lien.  ----- Exception: Resolution Release ( <i>Community Improvement Assessment</i> )	Name of Association placing the lien  ----- Board of Supervisors	Property owner  ----- Property owner	None  ----- None	Yes  ----- Yes
<b>Lis Pendens</b> Lis Pendens Correction	LP0 LP1	A document giving notice that a suit has been filed in Court, which may affect the title of real property.	All parties	All parties	None	None

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<b>Lis Pendens Release</b>	LP3	A document releasing a previously recorded Lis Pendens.	All parties	All parties	None	Yes
<b>Lost Assignment Affidavit</b> (Use <b>Assignment of Trust</b> reference)		See Assignment of Trust.				
<b>Mechanic's Lien</b> Mechanics Lien Correction	ML0 ML1	A document creating a lien against real property for failure to pay for labor, services or supplies provided.	Property owner & any additional party listed	Party providing work, services or supplies	None	None
<b>Mechanic's Lien Release</b>	ML3	A document releasing a previously recorded Mechanic's Lien.	Party providing work, services or supplies	Property owner & any additional party listed	None	Yes
<b>Merger</b> Merger Correction	MERG0 MERG1	A document in which two or more companies join into one.	Name of the old company(ies)	Name of the new company	None	None
<b>Modification of Trust</b> Modification of Trust Correction ----- Trust Amendment	MODF0 MODF1	A document that changes the terms or loan amount on a previously recorded trust.	Borrower & Trustee(s) listed	Lender	None (for terms only) Yes (for increased loan amount)	Yes (on document only)
<b>Mortgage</b> Mortgage Correction Mortgage Modification	M0 M1 M2	A document in which the owner borrows money and uses his/her real property as collateral.	Property owner	Lender	Yes	None
<b>Mortgage Release</b>	M3	A document releasing a previously recorded Mortgage.	Lender	Property owner	None	Yes
<b>Negative Pledge Agreement</b> (Use <b>Agreement</b> reference)		See Agreement.				
<b>Notice</b> Notice Correction	NOT0 NOT1	A document that provides the information that real property may be affected by a lawsuit or legal proceedings. ----- Certificate of Amendment (Corporation/Company name change) ----- Certificate of Commencement of Bankruptcy Proceeding...	Party giving notice  ----- Name of the old corporation/company  ----- Property owner	Party given notice  ----- Name of the new corporation/company  ----- NONE flagged as a firm	None	None
<b>Option</b> Option Correction	OP0 OP1	A contract in which the Landlord/owner is giving the Tenant the choice to buy real property at a specified price during a stipulated period of time.	Landlord/property owner	Tenant	Yes	None
<b>Option Release</b>	OP3	A document releasing a previously recorded Option.	Tenant	Property owner	None	Yes
<b>Order</b> (Use <b>Court Order</b> reference)		See Court Order.				
<b>Permit</b> Permit Correction	PM0 PM1	A document in which an authorized public agency allows the property owner to take specific action in regards to his/her real property.	Property owner	FX CO (any County agency) or party giving permission	None	None
<b>Power of Attorney</b> Power of Attorney Correction	PA0 PA1	A document that authorizes a company or an individual to act on behalf of another party.	Party giving authority	Party receiving authority	None	None

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<b>Quitclaim Deed</b> Quitclaim Deed Correction	QD0 QD1	A document changing the title or ownership of real property from a current owner to another party without the exchange of money.	Party conveying interest	Party receiving interest	None	Yes
<b>Quitclaim Easement</b> Quitclaim Easement Correction	QE0 QE1	A document releasing a previously recorded Easement.	Party quitclaiming the easement	Property owner or any party previously giving the Easement	None	Yes (on document only)
<b>Reconveyance</b> (Use <b>Certificate of Satisfaction</b> reference)		See Certificate of Satisfaction.				
<b>Release of Trust</b> Release of Trust Correction	R0 R1	A document in which a Trustee releases a previously recorded Trust.	Signing trustee(s)	Borrower	None	Yes
<b>Resignation of Trustee</b> Resignation of Trustee Correction	RT0 RT1	A document in which a Trustee relinquishes his/her position as trustee.	Lender, borrower & resigning trustee(s)	Current Trustee(s)	None	Yes (on document only)
<b>Resolution</b> Resolution Correction	RESL0 RESL1	A document in which an authorized association or agency takes action on real property.	Party affected	Party signing	None	None
<b>Resolution Release</b> (Use <b>Lien Release</b> )		See Lien Release.				
<b>Resubdivision</b> Resubdivision Correction	RE0 RE1	A document that reorganizes previously dedicated real property into smaller portions.	Property owner/developers & any other party in the first paragraph	Name of the Subdivision (abbreviate as needed) EX: Orange Hunt Estates Par 4 BL 7 Sec 4 Lot 434 Outlot A	None	Yes (on document only)  ----- (Index the DEM # in the DEM field)
<b>Revocation of Power of Attorney</b> Revocation of Power of Attorney Correction	RPA0 RPA1	A document that invalidates a previously recorded Power of Attorney.	Party originally giving authority	Party originally given authority	None	Yes (on document only)
<b>Right of First Refusal</b> (Use <b>Agreement</b> reference)		See Agreement.				
<b>Subordination</b> Subordination Correction	S0 S1	A document indicating that one loan has priority over another loan or several others.	Borrower, subordinating lender & trustee	Lender & trustee gaining priority	None	Yes (on document only)
<b>Subordination, Non Disturbance &amp; Attornment Agreement</b>		A document that provides the continuation of lease on income producing real property in the event of foreclosure.	Tenant & landlord	Lender		
<b>Subordination, Non Disturbance &amp; Attornment Agreement</b> (Use <b>Subordination</b> reference)		See Subordination.			None	None
<b>Substitution of Trustee</b> Substitution of Trustee Correction	ST0 ST1	A document in which the lender decides to remove original trustee(s) and to appoint new trustee(s).	Lender, borrower & original trustee(s)	New trustee(s)	None	Yes (on document only)

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<b>Trust</b> Trust Correction	T0 T1	A document in which the owner conveys real property to a trustee(s) to be held as security for the benefit of the lender.	Property owner	First trustee listed	Yes	None
<b>Trust Supplemental</b>	T5	A document in which the owner adds another piece of real property as additional security to an already recorded Trust.				Yes (on document only)
<b>Trust Agreement</b> Trust Agreement Correction	TA0 TA1	A document that describes terms & selects trustee(s) to hold real property in trust -- Revocable, Irrevocable, Inter Vivos, Living Trust.	Property owner	Trustee(s) & the name of the Living Trust	None	None
<b>Trust Agreement Modification</b>	TA2	A document that amends a previously recorded Trust Agreement.				Yes (on document only)
<b>Trust Amendment</b> (Use Modification of Trust)		See Modification of Trust.				
<b>Trust Assignment</b> (Use Assignment of Trust reference)		See Assignment of Trust.				
<b>Trust Modification</b> (Use Modification of Trust reference)		See Modification of Trust.				
<b>Trustee's Deed</b> Trustee's Deed Correction	TD0 TD1	A Document in which the lender requests that the authorized trustee(s) auction off the owner's real property due to his/her delinquent loan.	Signing trustee, property owner & any party assigning his/her bid	Party acquiring the property	Yes (bid amount & assessed value)	None
<b>Trustee's Report</b> Trustee's Report Correction	TR0 TR1	A document in which the trustee provides a final accounting of a foreclosure, detailing how the proceeds of the sale have been distributed.	Signing trustee, property owner & any party assigning his/her bid	Party acquiring the property	None	None
<b>Vacation</b> Vacation Correction	V0 V1	A document that allows a previously dedicated road to be abandoned.	Signing party	Name of vacated road	None	None
<b>Violation</b> Violation Correction	VIOL0 VIOL1	A document in which an association or County agency specifies the declarations/covenants or ordinances which the property owner is breaking.	Property owner	FX CO (any County agency) or Association	None	None
<b>Violation Release</b>	VIOL3	A document releasing a previously recorded Violation.	FX CO (any County agency) or Association	Property Owner	None	Yes
<b>Waiver</b> Waiver Correction	WAIV0 WAIV1	A document in which a party voluntarily relinquishes his/her rights or interest in real property.	All parties signing or giving up interest	None	None	None